

Landscape Plan Review Information & Submittal Requirements



Planning Department
231 NE Fifth Street • McMinnville, OR 97128
(503) 434-7311 Office • (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

It is recognized that quality landscaping not only enhances the appearance of the City, but also benefits the health of the general public. In McMinnville, landscaping is required for any development within commercial or industrial zoned areas, as well as for certain specific uses such as multiple-family, churches, schools, utility substations, and manufactured home parks. A landscape plan for such development is required at the time of building permit application, consistent with the requirements as defined in Section 17.57.040 (Plans – Information to be included) of the Zoning Ordinance. The submitted landscape plan is reviewed by the Landscape Review Committee (LRC), a five-member committee appointed by the City Council and comprised of qualified landscape professionals.

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Landscape Review application form.
- Two (2) copies of the proposed landscape plan (drawn to scale, with a north arrow, legible, and of a reproducible size) containing the following information:
 - The location of existing trees over six inches in diameter, their variety (common or botanical name), and indication of whether they are to remain or be removed from the site;
 - The quantity, location, size, and variety (common or botanical name) of all new plantings and landscaping;
 - The percentage of the gross area to be landscaped;
 - Any equipment proposed for recreation areas;
 - All existing and proposed site features, including walkways, graveled areas, patios, courts, fences, decks, foundations, potted trees, or other open spaces;
 - Building location and dimensions and lot location and dimensions (all information on building permit plot plan); and
 - Irrigation plan.
- Payment of the applicable review fee.

Review Process

A landscape plan, once determined to be complete, is then scheduled for review by the LRC as stated in Chapter 17.57 (Landscaping) of the Zoning Ordinance. The LRC may approve, approve with conditions, or deny a submitted landscape plan based upon the factors found in Section 17.57.050 (Area Determination – Planning factors). The decision made by the LRC may be appealed to the Planning Commission, as stated in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Landscape Plan Review Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

Landscaping Information

1. Total Landscaped Area: _____

2. Percent Landscaped: _____

3. Building Floor Area:

New Structure: _____ Existing Structure: _____ Addition: _____

4. Architect Name _____ Phone _____
(Landscape Architect; Engineer; or Other Designer)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

In addition to this completed application, the applicant must provide the following:

Two (2) copies of the proposed landscape plan containing the information listed in the information sheet and Chapter 17.57 (Landscaping) of the Zoning Ordinance.

Payment of the applicable review fee, which can be found on the Planning Department web page.

I certify the statements contained herein, along with the evidence submitted, are in all respects true and are correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date